

# JRC Policies Approved by the JRC Board of Directors

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## I. GOVERNANCE

### I.A. Governance: Structure

#### I.A.1. JRC Bylaws

The JRC Bylaws specify guidelines regarding membership, officers, board of directors, committees, congregational meetings, and more. The Bylaws are here:

[http://www.jrctogether.org/wp-content/uploads/2021/01/jrc\\_bylaws\\_march\\_2015.pdf](http://www.jrctogether.org/wp-content/uploads/2021/01/jrc_bylaws_march_2015.pdf) (Updated 3/22/2015)

#### I.A.2. JRC Mission Statement

**I.A.2.a.** (Approved 10/12/2011; rescinded and replaced 4/10/2019)

**I.A.2.b.** (Approved 11/10/99; rescinded and replaced 10/12/2011)

**I.A.2.c.** JRC Mission Statement: JRC is a diverse, participatory, and sacred community dedicated to a daring, deeply-rooted Judaism. (4/10/2019)

#### I.A.3. JRC Vision Statement

JRC will be a vibrant, warm, and welcoming Reconstructionist Jewish community and spiritual home that engages its diverse members in lifelong learning (*Limud*), repair of the world (*Tikkun Olam*), acts of kindness (*Gemilut Hasidim*), joyful celebrations (*Simcha*) and the sacred work of community building. The congregation will be known for its spirituality, intellectual curiosity, inclusivity, respect for diversity, and deep commitment to social justice and sustainable coexistence between people and the environment. (3/11/2015)

#### I.A.4. JRC Strategic Plan

The JRC Strategic Plan is a management tool for the board of directors, committees, and staff, encompassing the intent of the congregation as we continue to build a spiritual community, shape our governance, engage all generations, educate ourselves, repair the world, and secure the resources we need for financial sustainability. (Fall, 2012)

**I.A.4.a.** The 2013-2015 Strategic Plan is here:

<http://www.jrctogether.org/wp-content/uploads/2021/01/2013---2015-JRC-Strategic-Plan.docx.pdf> (Fall, 2012)

**I.A.4.b.** The 2015-2018 Strategic Plan Update and Extension is here:

[http://www.jrctogether.org/wp-content/uploads/2021/01/jrc\\_strategic\\_plan\\_2015-2018\\_board\\_approved\\_03112015.pdf](http://www.jrctogether.org/wp-content/uploads/2021/01/jrc_strategic_plan_2015-2018_board_approved_03112015.pdf) (3/11/2015).

#### I.A.5. Affiliation

JRC is an affiliate of Reconstructing Judaism. <https://www.reconstructingjudaism.org/> (1968)

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### I.A.6. Closed Meetings

The Board of Directors has the right to conduct congregational business privately, restricting attendance at meetings or portions of meetings to the Board of Directors and those staff and/or members of the congregation with whom the Board of Directors deems necessary to conduct its business in a confidential manner. *(10/12/94)*

### I.A.7. JRC Foundation

**I.A.7.1.** *(Approved 6/21/89; rescinded and replaced 4/10/2019)*

**I.A.7.2.** The Board of Directors of the JRC Foundation consists of the JRC president, the JRC Treasurer, the JRC president-elect or immediate past president, and two JRC members appointed by the president and confirmed by the JRC board following the congregation's annual meeting. (Refer to Article III, Section 2 of the Foundation's bylaws.) *(4/10/2019)*

## I.B. Governance: General Communications

### I.B.1. External Communications

This policy should be used to assist and guide communication by JRC members (and staff) in a consistent manner. It encompasses the current types of communications media in use by JRC at the time of this writing (5774/Fall 2013). This policy seeks to amend and/or replace prior JRC communication policies. *(Approved 10/9/2013; "5774/Fall 2013" replaced with "5779/Winter 2019" and "accepted in 1973, 1977 and 1989" deleted from the section end 5/8/2019)*

#### I.B.1.a. Environmental Friendliness

JRC seeks to minimize its carbon footprint and support sustainability by minimizing the use of printed materials. When printed materials are necessary, JRC encourages the use of the most sustainable and reasonably priced commodity/ies currently available. This includes paper, ink, toner, envelopes and other products associated with the production and delivery of paper products. *(10/9/2013)*

#### I.B.1.b. Content Guidelines

**I.B.1.b.i.** Materials printed or sent electronically under the JRC logo/branding and name and any materials paid for with JRC funds must be for JRC-endorsed and/or sponsored events from Reconstructing Judaism and JRC community partners or activities as determined by the JRC Executive Director and the Board of Directors. *(Approved 10/9/2013; "/branding and name" added, "from Reconstructing Judaism and JRC community partners" added, and "any relevant committee or group including" deleted 5/8/2019)*

**I.B.1.b.ii.** No advertising or other promotional materials pertaining to JRC shall be placed for publication or other forms of paid public dissemination unless such materials have previously been reviewed and approved by the Strategic Development Vice President, President, or Executive Director with respect to content, form and medium of dissemination. *(Approved 10/9/2013; "Information Vice President" replaced with "Strategic Development Vice President" 11/7/2018; "paid" added and ", President, or Executive Director" added 5/8/2019)*

**I.B.1.b.iii.** Members who provide content or represent JRC in external promotion of JRC activities should notify the Strategic Development Vice President, President, or Executive Director prior to contact with the media or submission of printed materials to discuss the content, form and medium

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of dissemination. *(Approved 5/8/2019)*

### **I.B.1.c. Distribution Guidelines**

**I.B.1.c.i.** The JRC membership list should not be used for political or commercial purposes. *(10/9/2013)*

**I.B.1.c.ii.** The JRC Office will not share member's contact information with non-members. *(5/8/2019)*

### **I.B.1.d. Use of JRC's Logo**

In order to maintain consistent branding, all materials whether actual or virtual that carry the JRC logo must conform to the JRC brand standards, in terms of logo placement, colors and other design elements as laid out in the JRC style guides. Information about the logo is available from JRC staff. *(Approved 10/9/2013; "as laid out in the JRC style guides" added 5/8/2019)*

### **I.B.1.e. Chain of Command/Internal Communications about External Communication**

The Executive Director is responsible for assigning authority to specific individuals to post, edit, update and otherwise maintain the content on the website and social media and to send mailings/e-mails on behalf of JRC. The Executive Director and/or JRC staff are responsible for working with and/or contacting the appropriate board or committee members as necessary on external communications matter as relevant. *(Approved 10/9/2013' "staff members" replaced with "individuals" and "and social media" added 5/8/2019)*

### **I.B.1.f. Mailings and Postage**

**I.B.1.f.i.** Any JRC committee may develop a printed document paid for by that committee's budget. The committee is responsible for seeking competitive bids for such. JRC will only pay postage costs for mailings of official JRC business or those pertinent to the congregation as a whole. *(10/9/2013)*

**I.B.1.f.ii.** *(Approved 10/9/2013; rescinded 5/8/2019)*

### **I.B.1.g. Current list of regular JRC paper and virtual publications and their uses**

**I.B.1.g.i.** *(Approved 10/9/2013; rescinded 5/8/2019)*

#### **I.B.1.g.ii. Membership Directory**

**I.B.1.g.ii.(1).** *(Approved 10/9/2013; rescinded and replaced 5/8/2019)*

**I.B.1.g.ii.(2).** Contact information of members in good standing is available to members through a password protected portal. Members can opt out of having their information available in the Directory. *(5/8/2019)*

#### **I.B.1.g.iii. E-mails**

**I.B.1.g.iii.(1).** E-mail communications to the entire congregation are limited to promoting only JRC-sponsored or JRC-endorsed events. Any member, however, may submit ideas or original copy for consideration. Single subject emails are reserved for time-sensitive JRC notifications such as deaths of members or family members, emergency closings, major fundraisers, annual meeting, and High Holidays. *(Approved 10/9/2013; "publication" replaced with "consideration" and "holidays, surveys and the newsletter" replaced with "High Holidays" 5/8/2019)*

**I.B.1.g.iii.(2).** *(Approved 10/9/2013; rescinded 5/8/2019)*

#### **I.B.1.g.iv. Website**

**I.B.1.g.iv.(1)** The website ([jrc-evanston.org](http://jrc-evanston.org)) is the official location for current information about JRC. *(10/9/2013)*

**I.B.1.g.iv.(2)** *(Approved 10/9/2013; rescinded 5/8/2019)*

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**I.B.1.g.iv.(3)** *(Approved 10/9/2013; rescinded 5/8/2019)*

**I.B.1.g.iv.(4)** The Executive Director is responsible for assigning authority to individuals to post, edit, update and otherwise maintain the content on the website. *(5/8/2019)*

### **I.B.1.h. Social Media**

#### **I.B.1.h.i. Social Media Usage**

**I.B.1.h.i.(1).** Social media is used for updating JRC members on JRC day-to-day activities, posting photos, promoting JRC events, and marketing to Chicagoland residents who may be interested in membership and programs. *(Approved 10/9/2013; "Facebook" replaced with "social media" 5/8/2019)*

**I.B.1.h.i.(2).** *(Approved 10/9/2013; rescinded and replaced 5/8/2019)*

**I.B.1.h.i.(3).** All social media content is public and anyone can share or comment on material. *(5/8/2019)*

**I.B.1.h.i.(4).** JRC reserves the right to delete offensive comments. *(10/9/2013)*

**I.B.1.h.ii.** JRC may place ads on social media, targeting desirable demographic audiences. *(Approved 10/9/2013; "Facebook" replaced with "social media" 5/8/2019)*

#### **I.B.1.h.iii. Social Media Access**

**I.B.1.h.iii.(1).** Social media administrative access is controlled by the Executive Director. *(Approved 10/9/2013; "The Facebook" replaced with "Social media" 5/8/2019)*

**I.B.1.h.iii.(2).** *(Approved 10/9/2013; rescinded and replaced 5/8/2019)*

**I.B.1.h.iii.(3).** The Executive Director is responsible for assigning authority to post, edit, update and otherwise maintain the content on JRC's social media accounts. *(5/8/2019)*

**I.B.1.h.iii.(4).** JRC staff monitors the social media sites regularly. *(Approved 10/9/2013; "reviews" replaced with "monitors", "Facebook page daily and posts" replaced with "social media sites" 5/8/2019)*

**I.B.1.h.iv.** Note that:

**I.B.1.h.iv.(1).** The privacy and advertising policy, editing rules and other features on social media may change at any time without any notification. *(Approved 10/9/2013; "Facebook" replaced with "social media" 5/8/2019)*

**I.B.1.h.iv.(2).** *(Approved 10/9/2013; rescinded and replaced 5/8/2019)*

**I.B.1.h.iv.(3).** JRC's ability to control the content or the look of our social media is limited. *(5/8/2019)*

**I.B.1.h.v.** JRC staff and designated individuals maintain the authorized JRC social media pages. When members create other pages, such as The Members of JRC Facebook Page, the staff has limited access for monitoring content and has no access for altering or deleting content. *(5/8/2019)*

**I.B.1.h.vi.** JRC members are encouraged to use the Covenant of Speech as a guideline for online and social media communications. *(5/8/2019)*

### **I.B.2. Keshet Logo / Gender Inclusion Language on JRC Website**

**I.B.2.a.** JRC will include Keshet's logo on JRC's website. *(5/11/2016)*

**I.B.2.b.** *(Approved 5/11/2016; rescinded and replaced 5/8/2019)*

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**I.B.2.c.** JRC's website will also contain language communicating that it is inclusive of LGBTQ congregants. Any requests for revisions shall be directed to the Executive Director of JRC. *(5/8/2019)*

### **I.B.3. Solicitation of Funds in Newsletter**

Newsletter may notify that other organizations need funds, but may not solicit. *(4/7/71)*

### **I.B.4. Member Recognition in Newsletter** *(Approved 4/11/73; rescinded 11/7/2018)*

### **I.B.5. Advertising in Newsletter**

**I.B.5.a.** *(Approved 9/7/77; rescinded and replaced 10/9/2013)*

**I.B.5.b.** *(Approved 4/12/89; rescinded and replaced 10/9/2013)*

### **I.B.6. Newsletter Editorial Policies**

**I.B.6.a.** *(Approved 9/7/77; rescinded and replaced 10/9/2013)*

**I.B.6.b.** *(Approved 2/10/99; rescinded and replaced 10/9/2013)*

### **I.B.7. Membership Directory** *(Approved 8/9/78; rescinded and replaced 10/9/2013)*

## **I.C. Governance: Board Communications**

### **I.C.1. JRC Board Confidential Communications Policy**

The purpose of this document is to clarify the types of communication performed by the board of directors of JRC and the expectations of behavior regarding these communications as well as to recommend changes in communications policy. *(Approved 2/13/2013; title revised, adding "Confidential" 9/11/2013).*

#### **I.C.1.a. Introduction**

The results from the December 2011 JRC member survey showed that most members define it as their ideal synagogue. The lay leaders, staff and members work hard to create a respectful spiritual environment and to maintain our communal values even when difficult discussions cause emotions to flare. The desire to carry on respectful dialogues impacts all aspects of our community life, including communications between board members during and outside of meetings.

At the April 2012 board meeting, the following motion was passed: JRC Board President shall appoint a task force to draft a policy regarding Board Communication, including but not limited to electronic communication.

The task force proposes the following policy. *(2/13/2013)*



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### **I.C.1.b. Face-to-Face Communication**

We request that members:

**I.C.1.b.i.** Listen actively and respect others while they are talking at meetings, especially when ideas are unpleasant or difficult to accept. Do not interrupt a board member or guest, except to ask a question or request clarification. *(2/13/2013)*

**I.C.1.b.ii.** Respectfully challenge statements; focus on ideas and refrain from personal attacks. *(2/13/2013)*

**I.C.1.b.iii.** Raise your hand and let the president recognize you when you wish to speak at a meeting. The president can publicly acknowledge you and keep a list of people awaiting a turn to speak. *(2/13/2013)*

**I.C.1.b.iv.** Make statements and phrase questions concisely to keep meetings at reasonable length. *(2/13/2013)*

**I.C.1.b.v.** Speak with good intentions and assume that whoever you're listening to has good intentions, too. *(2/13/2013)*

### **I.C.1.c. Off-the-Record Discussions**

When a board member wants to keep comments informational only and not recorded in the minutes, that member should address the president and request that the recording secretary abstain from recording the statement. *(2/13/2013)*

### **I.C.1.d. Follow-up to Closed Meetings**

Following Executive Committee meetings or Executive Sessions, at the next full board meeting of the full Board, the president should inform Board members of the topics discussed at the meeting (e.g., "personnel issues," "financial matters," etc.) and, if appropriate, reveal to the Board any conclusions reached in the meetings. *(2/13/2013)*

### **I.C.1.e. Electronic Communication between Board Members**

#### **I.C.1.e.i. Rationale**

Electronic communication (such as email) is appropriate medium when there is no problem with time delays between the message's writing and all the responses from the recipients. Because not all recipients can read the message in the same timeframe, the chain of responses can become fragmented and viewed out of order.

Because there is always a chance that a potentially—even inadvertently—offensive email can be clearly traced back to its writer, Board or Executive Committee members may not feel comfortable expressing themselves freely in this medium. Social media comments are even more likely to be traced back to the writer. *(2/13/2013)*

As pertains to all electronic communication, board members:

**I.C.1.e.i.(1).** Should continue to communicate respectfully. *(2/13/2013)*

**I.C.1.e.i.(2).** Reply to all parties in an email communication without deleting specific parties. *(2/13/2013)*

**I.C.1.e.i.(3).** Do not forward email communication regarding executive session discussions to others not on the board. *(2/13/2013)*

**I.C.1.e.i.(4).** Do not forward email communication received from a fellow board member concerning JRC or board matters without the permission of the person who wrote the email. *(2/13/2013)*

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**I.C.1.e.i.(5).** Do not “blind copy” third parties when emailing a fellow board member. *(2/13/2013)*

Should a member stray from these guidelines, the president or another Board member is encouraged to gently remind the speaker or writer of our desire for civil and peaceful discourse. *(2/13/2013)*

### **I.C.1.e.ii. Limitations of Email Communication**

**I.C.1.e.ii.(1).** Lengthy discussions of topics in preparation for a vote should not be conducted via email. *(2/13/2013)*

**I.C.1.e.ii.(2).** Discussions of potentially sensitive topics—anything we would not want the public to read—should not be conducted via email. *(2/13/2013)*

**I.C.1.e.ii.(3).** Electronic voting can be allowed to continue, within the above limitations. *(2/13/2013)*

**I.C.1.e.ii.(4).** To avoid asynchronous email discussions, the Executive Committee is encouraged to conduct short ad hoc meetings via teleconference when quick decisions are required. *(2/13/2013)*

### **I.C.1.f. Clarification of Privacy Expectations**

This chart describes the types of meetings that elected board members might participate in and what expectations are for various types of communications.

	<b>Board Meeting</b>	<b>Executive Committee</b>	<b>Executive Session</b>
<b>Description</b>	Meeting at JRC of at least a quorum of Board members	Meeting of the elected officers and possibly the senior staff	Confidential sessions of either the board or the Executive Committee
<b>Who is involved?</b>	Elected Board of JRC	JRC officers as elected	Board or Executive Committee without staff
<b>Visitors permitted in meeting?</b>	Yes	Rarely	Rarely
<b>Are speakers attributed in the minutes?</b>	Yes, in terms of motions, seconds, prepared remarks.	Rarely	N/A
<b>What is public?</b>	The recorded minutes	The results of the discussions may be publicized after they are brought to the Board	Nothing

Unless published in the minutes or in some other format, no discussion during any of these sessions is expected to be repeated outside the meeting to friends, congregants, spouses or other family members. *(2/13/2013)*

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## II. FINANCE

### **II.A. Finance: Expenditures**

#### **II.A.1. Budget**

**II.A.1.a.** The following expenditures must be approved by the Board:

**II.A.1.a.i.** Any non-budgeted expenditure greater than \$1,000 (except for contracted expenses already approved by the Board). *(3/12/1997)*

**II.A.1.a.ii.** Any non-budgeted contract for an amount greater than \$1,000 that extends beyond the current fiscal year. *(3/12/1997)*

**II.A.1.b.** The following expenditures must be approved by the Board Members indicated:

**II.A.1.b.i.** Any expenditures that would cause a cumulative balance of an account to be \$1,000 or more over budget must be approved by the President or Financial Vice President. *(3/12/1997)*

**II.A.1.b.ii.** Committee chairs can re-allocate money within their budget line items up to \$1,000 per line item. Any reallocation above \$1,000 must be approved by the Financial Vice President. *(3/12/1997)*

**II.A.1.c.** Funds budgeted for salaries and benefits cannot be used for non-personnel related costs. *(3/12/1997)*

#### **II.A.1.d.**

**II.A.1.d.i.** Vice Presidents and Committee Chairpersons will receive a copy of the budgeted income and expense accounts relating to their Committee at the beginning of each fiscal year. *(3/12/1997)*

**II.A.1.d.ii.** Vice Presidents and/or Committee Chairpersons are responsible for tracking progress against budget and for bringing major variances to the attention of the Executive Committee. *(3/12/1997)*

#### **II.A.2. SKIP Program**

JRC supports the "Send a Kid to Israel Program" (SKIP). Through joint partnership in a savings plan, students who participate in the program for the full seven years (grades 3-9) will have available approximately \$2,100 including interest, to meet the cost of an Israel trip. Each family will contribute \$145 per year and JRC will contribute \$25 per year per student. *(9/1987)*

#### **II.A.3. Rabbinic Endowment Fund**

JRC shall contribute \$50,000 to the JRC Foundation to establish a Rabbinic Endowment Fund, the income of which shall be available on specific terms for the benefit of the principal Rabbi of JRC. *(5/10/92)*

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### II.B. Finance: Income

#### II.B.1. Dues Adjustments

**II.B.1.a.** Dues categories are based on life-cycle stages. Dues adjustments are to be made for financial need only. *(8/2/78)*

**II.B.1.b.** *(Rescinded and replaced 5/13/1998)*

**II.B.1.c.** *(Approved 5/13/98; rescinded and replaced 4/10/2019)*

**II.B.1.d.** *(Approved 5/13/98; rescinded and replaced 4/10/2019)*

**II.B.1.e.** *(Approved 7/8/98; rescinded and replaced 4/10/2019)*

**II.B.1.f.** Target dues adjustments for new members at no more than 50% and work towards a goal of no more than 50% for existing members. Specific adjustment procedures shall be agreed upon annually among staff and lay leadership. *(4/10/2019)*

**II.B.1.g.** Cap total dues adjustments at an amount in the properly adopted annual budget. Staff and lay leadership shall not allow the total aggregate dues adjustment to exceed the adjustment allowance (or percentage of budgeted gross dues revenue) reflected in the adopted budget without prior approval by the Board. *(4/10/2019)*

**II.B.1.h.** An exception to the applicable adjustment procedures may be granted to new or existing members on a case-by-case basis with the agreement of any two of the following four JRC positions: President, Immediate Past President/President Elect, Rabbi, and Executive Director. No such exceptions shall be granted that would cause the total aggregate dues adjustment to exceed the adjustment allowance (or percentage of budgeted gross dues revenue) reflected in the adopted budget without prior approval by the Board. *(4/10/2019)*

#### II.B.2. Membership Categories for Under 35s

**II.B.2.a.** Restructure the membership categories and dues for our members under 35 years old by eliminating our Twenty-Somethings (20-29), Young Single, and Young Household (30-35) categories. These three categories would be replaced by a Young Adult membership category for those 18 years old up to and including 35-year-olds, with a listed monthly dues commitment of \$36/month for Singles and \$72/month for Couples & Families. YA members can join at any time, but their commitments would last through the fiscal year in which they join. This policy would be effective immediately upon passage. *(9/13/2017)*

**II.B.2.b.** Dues rates for the Young Adult category defined in II.B.2.a. will be adjusted annually according to the dues rate changes approved by the Board. *(4/10/2019)*

#### II.B.3. Maintenance Fund (formerly known as Building Fund)

**II.B.3.a.** New members are not required to contribute to the Maintenance Fund in their first year. In the subsequent three years, however, they would be expected to come up to the fair share level. This fund would be permanent--all future new members would be expected to contribute. *(Approved 9/20/83; "Building Fund" replaced with "Maintenance Fund" 4/10/2019)*

**II.B.3.b.** Fulfillment of the Maintenance Fund pledge, within the bounds of ability to pay, is an obligation of every member of the congregation in good standing. *(Approved 11/15/83; "Building Fund" replaced with "Maintenance Fund" 4/10/2019)*

**II.B.3.c.** *(Approved 2/12/86; rescinded and replaced 4/10/2019)*

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**II.B.3.d.** *(Rescinded and replaced 5/12/1999)*

**II.B.3.e.** *(Approved 5/12/1999; rescinded 4/10/2019)*

**II.B.3.f.** New members will be required to pay \$3,000 to the Maintenance Fund with installments of \$500 per year and subject to all the other terms and conditions now in effect and bearing upon the Maintenance Fund contributions.

**II.B.3.g.** New members joining as seniors or singles will be required to pay \$1,500 to the Maintenance Fund with installments of \$250 per year and subject to all the other terms and conditions now in effect and bearing upon the Maintenance Fund contributions. *(4/10/2019)*

**II.B.3.h.** Early Childhood Families and Young Adults will not be required to pay into the Maintenance Fund while they are in either of these membership categories. *(4/10/2019)*

### **II.B.4. Fundraising**

**II.B.4.a.** *(Approved 1/8/1992; rescinded 5/8/2019)*

#### **II.B.4.b. Development Committee**

**II.B.4.b.i.** The JRC Development Committee shall coordinate the fundraising and solicitation projects of all areas of the congregation. This will serve as a central clearinghouse, so that all suggested projects, events and activities will reflect the goals and philosophy of JRC. It will further serve to coordinate a congregational calendar of fundraising activities. *(Approved 2/14/1996; "Fundraising Committee" replaced with "Development Committee" 4/10/2019)*

**II.B.4.b.ii.** All fundraising ideas and other solicitation projects not currently projected as line item income in the annual budget shall be submitted to the Development Committee Chair for review by the Development Committee. All fundraising ideas and other solicitation projects having a goal of greater than \$1,000 shall be submitted to the Development Committee Chair for review by the Development Committee. The Development Committee Chair will then submit proposals to the VP Financial Development for final approval by the Board of Directors. *(Approved 2/14/1996; "Fundraising Committee" replaced with "Development Committee" and "Executive Committee" replaced with "VP Financial Development" 4/10/2019)*

### **II.B.5. Memorial Sculpture**

**II.B.5.a.** *(Approved 6/8/1988; rescinded and replaced 4/10/2019)*

**II.B.5.b.** *(Approved 11/8/1989; rescinded and replaced 4/10/2019)*

**II.B.5.c.** To honor and memorialize individuals by inscribing their name on the Memorial Sculpture (granite sculpture located in the main hallway of the building), a donation of \$1000 is required. *(4/10/2019)*

**II.B.5.d.** All contributions received for inscriptions on the Memorial Sculpture will be contributed to the JRC Foundation. The full donated amount (less the cost of engraving) will be to the Foundation's General Unrestricted Fund. *(4/10/2019)*

### **II.B.6. Financial Donations**

**II.B.6.a.** Contributions to JRC are always appreciated. Financial donations that are designated to funds or projects not yet approved by the JRC Board of Directors will be gratefully accepted upon approval of the project or fund for which the gift is designated or if the donor(s) agree that the designated gift

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may be used for other related purposes at the discretion of the Board, should their specific designation not be approved or if funds remain after the project has been completed, or if the Board determines that the fund is no longer needed. Under all circumstances, while the guidelines set forth by the donor(s) shall be considered, the donor(s) agree that final authority on how the funds are actually used rests with the Board of Directors or the Board's duly appointed representative. (5/8/1996)

**II.B.6.b.** JRC will not share its membership list with donor history with Reconstructing Judaism. However, JRC is committed to support the Reconstructionist movement among its membership. (Approved 11/11/1998; "JRF" replaced with "Reconstructing Judaism" 11/7/2018)

### **II.B.7. Tzedakah Collective** (Approved 9/25/1996; rescinded 11/7/2018)

### **II.B.8. Tzedakah Funds**

**II.B.8.a.** Early Childhood Center Fund was set up to receive donations for the Early Childhood Center program. (Approved 6/8/1988; "pre-school" replaced with "Early Childhood Center" and "Special" removed 11/7/2018)

**II.B.8.b.** The Ronna Farber Sanders Educational Fund has been established by Billie and Isadore Farber in memory of their daughter. Money from this fund is to be used by JRC to provide services to families and children with educational difficulties. In conjunction with this fund, an ad hoc committee was selected and authorized to implement "A program for parents and children with special needs." The JRC Foundation will finance it. (9/11/1991)

**II.B.8.c.** (Approved 2/10/2016; rescinded and replaced 4/10/2019)

**II.B.8.d.** All existing funds on the Tzedakah Opportunity Sheet were approved and are to be carried on our books as currently shown. The Tzedakah Opportunity Sheet is here: [https://www.jrc-evanston.org/sites/default/files/uploaded\\_documents/tzedakah\\_opportunities\\_form.pdf](https://www.jrc-evanston.org/sites/default/files/uploaded_documents/tzedakah_opportunities_form.pdf) (1/8/1992)

**II.B.8.e.** Two new funds were adopted: Project Keshet and the Ronna Farber Sanders Memorial Fund of the JRC Foundation. (1/8/1992)

**II.B.8.f.** Project Keshet and Mazon will no longer appear on JRC Tzedakah Opportunity Form. Contributions should go directly to those organizations. (10/13/1999)

**II.B.8.g.** The Hunger Fund (formerly known as the Food Fund) will be renamed the Soup Kitchen Fund. (4/10/2019)

### **II.B.9. Gift Acceptance Policy**

**II.B.9.a. PURPOSE.** This policy serves as a guideline to members of the Jewish Reconstructionist Congregation (JRC) staff and volunteers involved with accepting gifts, to outside advisors who assist in the gift planning process, and to prospective donors who wish to make gifts to JRC. This policy is intended only as a guide and allows for some flexibility on a case-by-case basis. (12/14/2011)

**II.B.9.b. GIFT ACCEPTANCE.** The Executive Director and the VP of Development have the authority to accept a gift on behalf of JRC. (12/14/2011)

**II.B.9.c. GIFT REVIEW COMMITTEE**

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**II.B.9.c.i.** All gifts, other than unrestricted gifts of cash, are subject to review by the Gift Review Committee. *(12/14/2011)*

**II.B.9.c.ii.** The Gift Review Committee will be comprised of the Executive Director, the President of the Board, the VP of Development, and the Treasurer. *(12/14/2011)*

### **II.B.9.d. RESTRICTED GIFTS**

**II.B.9.d.i.** Gifts with attached restrictions that are not in line with the mission of JRC will not be accepted. *(12/14/2011)*

**II.B.9.d.ii.** The donor cannot solely name the beneficiary of a restricted gift, but can serve as a member of the selection committee. For example, a donor providing a gift for a scholarship program cannot name the beneficiary of said scholarship. However, the donor can serve as a member of the selection committee determining scholarship recipients. *(12/14/2011)*

**II.B.9.e. PLEDGES.** Pledges may be payable in single or multiple installments and must have a value of at least \$5,000. The pledge may not exceed ten (10) years in duration. All donors must complete a pledge form or confirm the pledge in writing. *(12/14/2011)*

### **II.B.9.f. CASH**

**II.B.9.f.i.** All unrestricted gifts by check shall be accepted by JRC regardless of amount. *(12/14/2011)*

**II.B.9.f.ii.** Checks shall be made payable to JEWISH RECONSTRUCTIONIST CONGREGATION or to a particular program or project at JRC. In no event shall a check be made payable to an individual who represents JRC. *(12/14/2011)*

**II.B.9.f.iii.** Thank you letters will be sent to all donors within two weeks of receipt. *(12/14/2011)*

### **II.B.9.g. PUBLICLY TRADED SECURITIES**

**II.B.9.g.i.** Readily marketable securities, such as those traded on a stock exchange, can be accepted by JRC. *(12/14/2011)*

**II.B.9.g.ii.** Gift securities are likely to be sold immediately by JRC. *(12/14/2011)*

**II.B.9.g.iii.** For JRC gift crediting and accounting purposes, the value of the securities is the average of the high and low on the date of the gift. Thank you letters will only indicate the number of donated shares. *(12/14/2011)*

**II.B.9.g.iv.** Thank you letters will not provide a value of the gift; only a description of the donation will be provided. *(12/14/2011)*

### **II.B.9.h. CLOSELY HELD SECURITIES**

**II.B.9.h.i.** Non-publicly traded securities may be accepted after consultation with JRC's attorney. *(12/14/2011)*

**II.B.9.h.ii.** Prior to acceptance, JRC shall explore methods of liquidation for the securities through redemption or sale. A representative of JRC shall try to contact the closely held corporation to determine:

**II.B.9.h.ii.(1).** An estimate of fair market value

**II.B.9.h.ii.(2).** Any restrictions on transfer

*(12/14/2011)*

**II.B.9.h.iii.** No commitment for repurchase of closely held securities shall be made prior to completion of the gift of the securities. *(12/14/2011)*

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**II.B.9.h.iv.** Thank you letters will not provide a value of the gift, only a description of the donation will be provided. *(12/14/2011)*

### **II.B.9.i. REAL ESTATE**

**II.B.9.i.i.** Gifts of real estate must be reviewed by the Gift Review Committee of JRC before acceptance. *(12/14/2011)*

**II.B.9.i.ii.** The donor is responsible for obtaining an independent appraisal of the property. The cost of the appraisal is borne by the donor. *(12/14/2011)*

**II.B.9.i.iii.** The donor is responsible for obtaining an independent environmental study of the property. The cost of the study is borne by the donor. *(12/14/2011)*

**II.B.9.i.iv.** Prior to presentation to the Gift Review Committee, a representative of JRC must conduct a visual inspection of the property. If the property is located in a geographically isolated area, a local real estate broker can act as a representative in conducting the visual inspection. *(12/14/2011)*

**II.B.9.i.v.** Due to the expenses associated with gifts of real estate, only gifts in excess of \$100,000 will be accepted. *(12/14/2011)*

**II.B.9.i.vi.** Prior to presentation to the Gift Review Committee, the donor must provide the following documents:

**II.B.9.i.vi.(1).** Real estate deed *(12/14/2011)*

**II.B.9.i.vi.(2).** Real estate tax bill *(12/14/2011)*

**II.B.9.i.vi.(3).** Plat of survey plan *(12/14/2011)*

**II.B.9.i.vi.(4).** Substantiation of zoning status *(12/14/2011)*

**II.B.9.i.vi.(5).** Appraisal *(12/14/2011)*

**II.B.9.i.vi.(6).** Environmental study *(12/14/2011)*

**II.B.9.i.vii.** Depending on the value and desirability of the gift, the donor's connection with JRC, and the donor's past gift record, the donor may be asked to pay for all or a portion of the following:

**II.B.9.i.vii.(1).** Maintenance costs *(12/14/2011)*

**II.B.9.i.vii.(2).** Real estate taxes *(12/14/2011)*

**II.B.9.i.vii.(3).** Insurance *(12/14/2011)*

**II.B.9.i.vii.(4).** Real estate broker's commission and other costs of sale *(12/14/2011)*

**II.B.9.i.viii.** For JRC's gift crediting and accounting purposes, the value of the gift is the appraised value of the real estate. (Note: JRC can choose to exclude from the value of the gift costs for maintenance, insurance, real estate taxes, broker's commission, and other expenses of sale.) *(12/14/2011)*

**II.B.9.i.ix.** Thank you letters will not provide a value of the gift, only a description of the donation will be provided. *(12/14/2011)*

### **II.B.9.j. LIFE INSURANCE**

**II.B.9.j.i.** JRC will accept life insurance policies as gifts only when JRC is named as the owner and beneficiary of 100% of the policy. *(12/14/2011)*

**II.B.9.j.ii.** If the policy is a paid-up policy, the value of the gift for JRC's gift crediting and accounting purposes is the policy's replacement cost. *(12/14/2011)*



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**II.B.9.j.iii.** If the policy is partially paid up, the value of the gift for JRC's gift crediting and accounting purposes is the policy's cash surrender value. (Note: For IRS purposes, the donor's charitable income tax deduction is equal to the interpolated terminal reserve, which is an amount slightly in excess of the cash surrender value.) (12/14/2011)

**II.B.9.j.iv.** If the policy is partially paid up, the donor is responsible for making premium payments directly to the insurance company. (12/14/2011)

**II.B.9.j.v.** Thank you letters will not provide a value of the gift, only a description of the donation will be provided. (12/14/2011)

### **II.B.9.k. TANGIBLE PERSONAL PROPERTY**

**II.B.9.k.i.** Gifts of tangible personal property to JRC should have a use related to JRC's exempt purpose. (12/14/2011)

**II.B.9.k.ii.** Gifts of jewelry, artwork, collections, equipment, and software shall be accepted after approval by the Gift Review Committee. (12/14/2011)

**II.B.9.k.iii.** Such gifts of tangible personal property defined above shall be used by or sold for the benefit of JRC. (12/14/2011)

**II.B.9.k.iv.** No property which requires special display facilities or security measures shall be accepted by JRC without consultation with the Gift Review Committee. (12/14/2011)

**II.B.9.k.v.** Depending upon the anticipated value of the gift, JRC shall have a qualified outside appraiser value the gift before accepting it. (12/14/2011)

**II.B.9.k.vi.** JRC adheres to all IRS requirements related to disposing of gifts of tangible personal property and filing appropriate forms. (12/14/2011)

**II.B.9.k.vii.** Thank you letters will not provide a value of the gift, only a description of the donation will be provided. (12/14/2011)

#### **II.B.9.k.viii. Sale of Tangible Personal Property on Ebay**

**II.B.9.k.viii.(1).** If a gift of tangible personal property is deemed appropriate for sale through ebay, the item must be transported to JRC at the donor's expense. (12/14/2011)

**II.B.9.k.viii.(2).** JRC will take responsibility for providing description, value and necessary photographs to volunteer handling ebay sales. (12/14/2011)

**II.B.9.k.viii.(3).** Volunteer handles all information entry for sale and all communication with potential buyers. (12/14/2011)

**II.B.9.k.viii.(4).** Payment is made to JRC through our Mission Fish account (to be set up after policy is passed). (12/14/2011)

**II.B.9.k.viii.(5).** JRC will retain possession of the item until it is sold and will be responsible for shipment to the buyer after payment is received. (12/14/2011)

**II.B.9.k.viii.(6).** JRC places a limit of 10 pounds or 80 linear inches on items eligible for ebay program, unless specifically agreed upon between donor and JRC. (12/14/2011)

### **II.B.9.l. PLANNED GIFTS. JRC offers the following planned gift options:**

#### **II.B.9.l.i. Charitable remainder trusts**

**II.B.9.l.i.(1).** Due to the cost of drafting and administration, the minimum to establish a charitable remainder trust is \$100,000. (12/14/2011)

**II.B.9.l.i.(2).** Management fees for the administration of a charitable remainder trust when JRC is named as trustee or co-trustee shall be paid from the income of the trust. (12/14/2011)

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**II.B.9.I.i.(3).** Investment of a charitable remainder trust shall be determined by the fiduciary hired to manage the trust. No representations shall be made by a JRC employee or person acting on behalf of JRC as to the management or investment of such charitable remainder trust. *(12/14/2011)*

**II.B.9.I.i.(4).** The payout rate of a charitable remainder trust shall be determined in consultation with the donor and JRC investment advisor using the interest rates provided by the IRS. By law the payout rate cannot be lower than 5%. The payout rate shall be negotiated between the donor and JRC and shall reflect the number of beneficiaries, their ages, and the size of the trust. *(12/14/2011)*

### **II.B.9.I.ii. Bequests**

**II.B.9.I.ii.(1).** Assets transferred through bequests that have immediate value to JRC or can be liquidated shall be encouraged by the Executive Director. Gifts that appear to require more cost than benefit shall be discouraged or rejected. *(12/14/2011)*

**II.B.9.I.ii.(2).** Donors who have indicated that they have made a bequest to JRC may, depending upon the individual situation, be asked to disclose, in writing or by copy of the will, the relevant clause that benefits JRC as evidence of their gift. This information is used for internal financial purposes and is not binding on the donor. *(12/14/2011)*

**II.B.9.I.ii.(3).** For JRC's gift crediting and accounting purposes, bequests will be credited as bequests receivable when the bequest has matured and notification of a specific amount is received. *(12/14/2011)*

### **II.B.9.m. ADMINISTRATIVE ISSUES**

**II.B.9.m.i.** JRC shall not act as an executor (personal representative) for a donor's estate. *(12/14/2011)*

**II.B.9.m.ii.** JRC may act as co-trustee on a charitable remainder trust when the trust names JRC as a beneficiary of 50% or more of the trust. *(12/14/2011)*

**II.B.9.m.iii.** JRC will pay for the drafting of legal documents for a charitable remainder trust when JRC is named as a beneficiary of 50% or more of the trust. The donor's own counsel must review the documents at the donor's cost. *(12/14/2011)*

**II.B.9.m.iv.** Large gifts (amount to be determined) will be directed to the JRC Foundation based on the discretion of the Gift Review Committee. *(12/14/2011)*

## **II.B.10. Gift Recognition**

**II.B.10.a.** *(Approved 7/18/1985; rescinded 11/7/2018)*

**II.B.10.b.** Donors who make total monetary contributions for the combined Capital Campaigns and/or a realized legacy gift at or above a threshold level determined by The Board will be offered the opportunity to receive permanent public recognition on the outside grounds of the JRC property. The design of the permanent recognition will be in keeping with the values of the congregation and approved by the Board. *(Approved 11/7/2018)*

## **II.B.11. Dues for Non-JRC Clergy**

Non-JRC rabbis and cantors and their families can join JRC as members at a Young Adult membership level in recognition of their service and commitment to the Jewish people. If non-JRC rabbis and cantors and their families join JRC, then they are subject to the full privileges and obligations of being a JRC

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member and there is no expectation of their participation in services, programs or committees beyond that of any other congregant. (4/10/2019)

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## III. MEMBERSHIP

### III.A. Membership: Guidelines

#### III.A.1. JRC Community Covenant

Jewish Reconstructionist Congregation is more than the total of individuals who belong to an institution. At JRC we deeply value our relationships with one another and with our community. As Jewish tradition teaches, with any sacred relationship there is a sense of *brit* or covenant--a shared understanding of our mutual commitment to one another.

Thus, our JRC Community Covenant is a document that will help us explore the specific nature of our congregation's responsibilities to its members, and in turn, our own responsibilities to the community that is JRC. Characteristically, we consider this to be a work in progress, realizing that we will continue to study, modify and interpret our Covenant in ways we deem appropriate to meet the ever-changing needs of our community.

Our Community Covenant is not intended as a set of enforceable requirements or standards with which to judge our individual members. Rather, it is a general expression of our own communal and personal expectations. We recognize and cherish the diversity of our membership and understand that each member will interpret and express the terms of our Covenant in different ways and at different times. It is our hope that this *brit* will help us to understand the true meaning of community and especially to understand what JRC truly means to us.

##### III.A.1.a.

**III.A.1.a.i.** Members can expect JRC to help the members understand and feel an attachment to the Jewish People as a whole, around the world and across time.

**III.A.1.a.ii.** *JRC expects its members to acknowledge their attachment to the Jewish People with pride and personal commitment.*

##### III.A.1.b.

**III.A.1.b.i.** Members can expect JRC to teach and practice the values and virtues of Reconstructionist Judaism.

**III.A.1.b.ii.** *JRC expects its members to learn, uphold, and model those values and virtues.*

##### III.A.1.c.

**III.A.1.c.i.** Members can expect JRC to provide spiritual guidance through our clergy and lay leadership.

**III.A.1.c.ii.** *JRC expects its members to make Jewish spirituality a personal priority.*

##### III.A.1.d.

**III.A.1.d.i.** Members can expect JRC to provide a warm, welcoming, and inclusive community.

**III.A.1.d.ii.** *JRC expects its members to respect our diversity and welcome newcomers to our community with a spirit of acceptance.*

##### III.A.1.e.

**III.A.1.e.i.** Members can expect JRC to provide a diverse array of congregational activities.

**III.A.1.e.ii.** *JRC expects its members to participate and become involved in congregational activities as much as possible.*

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### III.A.1.f.

**III.A.1.f.i.** Members can expect JRC to provide quality Jewish educational opportunities to children and adults alike.

**III.A.1.f.ii.** *JRC expects its members to take Jewish learning seriously.*

### III.A.1.g.

**III.A.1.g.i.** Members can expect JRC to provide serious and challenging B'nai Mitzvah training.

**III.A.1.g.ii.** *JRC expects its members to take their children's education seriously and to participate in it.*

### III.A.1.h.

**III.A.1.h.i.** Members can expect JRC to provide spiritually moving and meaningful religious services.

**III.A.1.h.ii.** *JRC expects its members to enhance our worship by offering their presence, participation, skills, and willingness to learn.*

### III.A.1.i.

**III.A.1.i.i.** Members can expect JRC to provide them with a Jewish communal outlet for Tikkun Olam/Social Action involvement.

**III.A.1.i.ii.** *JRC expects its members to lend their experience, knowledge, and energy to help us in our efforts to transform and heal the world.*

### III.A.1.j.

**III.A.1.j.i.** Members can expect JRC to maintain the highest level of financial responsibility.

**III.A.1.j.ii.** *JRC expects its members to meet their financial obligations fully and generously.*

### III.A.1.k.

**III.A.1.k.i.** Members can expect JRC to welcome and respect their input and concerns about JRC.

**III.A.1.k.ii.** *JRC expects its members to be forthcoming with their concerns and advice.*

### III.A.1.l.

**III.A.1.l.i.** Members can expect JRC to provide opportunities for congregational leadership.

**III.A.1.l.ii.** *JRC expects its members to be generous with their time and energy to help our community become the best it can be.*

*(5/10/2000; "rabbi and cantor" replaced with "clergy" in III.A.1.c.i. 11/7/2018)*

## III.A.2. (blank)

## III.A.3. Accessibility

In keeping with the principles of Torah and in light of our understanding of Reconstructionist values, JRC will make every reasonable effort to make services, meetings, programs, activities and ritual observances accessible. *(2/14/1996)*

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### III.A.4. Gender Inclusion

**III.A.4.a.** *(Approved 1/11/1988; rescinded and replaced 3/9/2016)*

**III.A.4.b.** *(Approved 3/9/2016; duplicated, thus rescinded on 2/8/2017)*

**III.A.4.c.** JRC publicly affirms its commitment to the full equality and inclusion of people of all gender identities and gender expressions and advocates that the Reconstructionist movement affirm its own commitment to the full equality and inclusion of people of all gender identities and gender expressions. *(3/9/2016)*

**III.A.4.d.** JRC affirms its commitment to the full equality and inclusion of people of all gender identities and gender expressions and hereby commits to adopting procedures consistent with the guidelines proposed by the JRC Gender Inclusion Task Force. The Gender Inclusion Procedures are here:

<http://www.jrctogether.org/wp-content/uploads/2021/02/Gender-Inclusion-Policies.pdf> *(2/8/2017)*

### III.A.5. Membership Growth *(Approved 1/11/1989; rescinded 11/7/2018)*

## III.B. Membership: Participation

### III.B.1. Adult Education

**III.B.1.a.** *(Approved 11/9/1977; rescinded 11/7/2018)*

**III.B.1.b.** *(Approved 11/9/1977; rescinded 11/7/2018)*

**III.B.1.c.** *(Approved 3/8/2000; rescinded 11/7/2018)*

### III.B.2. Kallot

**III.B.2.a.** Family Kallah is for members only. *(Approved 3/14/1973; "Family" added as clarification 11/7/2018)*

**III.B.2.b.** The congregation shall not subsidize the cost of Family Kallah. *(Approved 3/6/1977; "Family" added as clarification 11/7/2018)*

### III.B.3. JRC Plan for Youth Programming

Mission: JRC makes a congregational commitment to youth programming with the long term goal of providing an environment that encourages our young adults to live in a Jewish way – and take their Judaism with them wherever they go. The full plan is here:

<http://www.jrctogether.org/wp-content/uploads/2021/01/Updated-JRC-Plan-for-Youth.pdf> *(2/8/2011)*

### III.B.4. Membership for Early Childhood Center Families

All families enrolled in JRC's Early Childhood Center for school-year programs will be given automatic JRC membership and considered full JRC members during the fiscal years their children are enrolled in the ECC. Enrollment will be indicated by completing an ECC application, paying the tuition deposit, and completing a contract and tuition-payment plan. ECC families will receive a letter that explains their automatic membership, lists the dues levels charged to non-ECC members, and asks them to make a financial commitment beyond their tuition in an amount that feels comfortable to them. A basic

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commitment level will be recommended. They will also receive all forms sent to new and renewing JRC members.

Automatic membership will expire when a family graduates or withdraws from the ECC or does not have a child enrolled in a school-year program. Families with younger siblings in the ECC and older siblings enrolled in the Religious School will continue to enjoy automatic JRC membership until they have no children enrolled in the ECC. They will pay the applicable tuition rates for both the ECC and Religious School. The current 10% member discount on ECC tuition will be eliminated. Maintenance Fund contributions will be delayed for ECC families until the year after a family leaves the ECC if later than the second year of membership. (4/15/2015)

### **III.B.5. High Holidays**

People without High Holiday tickets will be allowed to attend High Holiday services should they come to the door. (7/19/1995)

### **III.B.6. High Holiday Tickets for Young Adults**

**III.B.6.a.** (Approved 10/10/1989; rescinded and replaced 8/2016)

**III.B.6.b.** JRC will offer \$18 High Holiday tickets to young adults, ages 22 to 35, not covered under their family's membership (which ends at age 25), and young adults who are not affiliated with JRC, in order to enhance JRC's visibility, encourage young adults to experience the warm and welcoming community that is JRC, introduce them to our clergy, and to support young adults as they begin their professional lives and continue their search for a spiritual community. (8/2016)

### **III.B.7. Honorary Memberships**

**III.B.7.a.** (Approved 7/13/1977; rescinded 4/10/2019)

**III.B.7.b.** (Approved 9/12/1979; rescinded 4/10/2019)

### **III.B.8. Non-Jewish Participation**

Non-Jewish members are allowed all rights in the congregation except leading service alone or becoming president of the congregation. (Approved 4/6/1977; "spouses" replaced with "members" 11/7/2018)

### **III.B.9. Non-Member Participation**

**III.B.9.a.** (Approved 9/12/1979; rescinded and replaced 4/10/2019)

**III.B.9.b.** Non-members may participate in certain congregational activities, but may not lead services, give drashot alone, attend kallot, serve on committees or task forces, participate in Religious School unless on a trial basis, or participate in other activities designated as for members only. Non-members may not participate in Adult or Junior Choir unless at the discretion of the Cantor and/or Choir Director. (4/10/2019)

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### IV. RITUAL PRACTICES

#### IV.A. Ritual Practices: Life Cycle

##### IV.A.1. B'nai Mitzvah

###### IV.A.1.a. ELIGIBILITY

**IV.A.1.a.i.** A student must be registered in religious school for the year of the Bar/Bat/B'nai Mitzvah AND complete a minimum of two years of religious study at the JRC Religious School or a Jewish day school, immediately prior to the year in which their Bar/Bat/B'nai Mitzvah service is to take place. *(2/13/2013; "B'nai" added 2/13/2019)*

**IV.A.1.a.ii.** This requires, at minimum, two years of paid membership by the student's household being members in good standing. Thus, a student should normally complete, at minimum, the 5th and 6th grade and be enrolled in the 7th grade. *(2/13/2013)*

**IV.A.1.a.iii.** An exception to this policy can be made for families that are newly arrived in the area or changing their synagogue affiliation, contingent on the approval of the Rabbi, the Cantor, the Assistant Rabbi for Education, and President. *(Approved 2/13/2013; "Religious School Director" replaced with "Assistant Rabbi for Education" 11/7/2018; "President" added 2/13/2019)*

**IV.A.1.a.iv.** *(Approved 2/13/2013; rescinded and replaced with IV.A.1.a.v. 2/13/2019)*

**IV.A.1.a.v.** All B'nai Mitzvah should take place within six months of the student's thirteenth birthday, but should not take place before the student begins 7<sup>th</sup> grade. *(2/13/2019)*

**IV. A.1.a.vi.** All variances from these B'nai Mitzvah eligibility policies are contingent on the explicit permission of the Rabbi, Cantor, Assistant Rabbi for Education, and President. *(2/13/2019)*

###### IV.A.1.b. READINESS

**IV.A.1.b.i.** A competency assessment of all incoming students to JRC B'nai Mitzvah tutoring would be made by the Cantor. *(2/13/2013)*

**IV.A.1.b.ii.** For students with special needs, the family should schedule a meeting with the clergy at least 2-3 years prior to the Bar/Bat/B'nai Mitzvah year. In these cases, competency assessment will be sensitive to each child's needs. *(2/13/2013; "B'nai" added 2/13/2019)*

**IV.A.1.b.iii.** If the student cannot practically attain the necessary levels of competency within the usual time prior to the planned Bar/Bat/B'nai Mitzvah date, the event must be rescheduled for a later date. *(2/13/2013; "B'nai" added 2/13/2019)*

**IV.A.1.b.iv.** Each student is required to attend a minimum of ten (10) JRC Shabbat services during the 12 months before their B'nai Mitzvah date. *(Approved 2/13/2013; "before his/her B'nai Mitzvah date, beginning from the time he/she is assigned a B'nai Mitzvah date" replaced with "during the 12 months before their B'nai Mitzvah date" 11/7/2018)*

###### IV.A.1.c. ADDITIONAL PREPARATION/TUTORING

**IV.A.1.c.i.** If the Cantor determines that the student needs a significant amount of additional tutoring or resources, the parents must pay for this additional cost. *(2/13/2013)*

**IV.A.1.c.ii.** This additional preparation is not conducted by the Cantor. *(2/13/2013)*

###### IV.A.1.d. THE B'NAI MITZVAH SERVICE

**IV.A.1.d.i.** JRC considers the Bar/Bat/B'nai Mitzvah to be a congregational Shabbat morning service led by JRC's clergy. All efforts in preparation for this service should emphasize its communal nature. *(2/13/2013; "B'nai" added and "the Rabbi and Cantor" replaced with "JRC's clergy" 2/13/2019)*



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**IV.A.1.d.ii.** B'nai Mitzvah is a celebration for the entire JRC community. The congregation as a whole is encouraged to attend B'nai Mitzvah in its context as a Shabbat Morning Service. *(2/13/2013)*

**IV.A.1.d.iii.** Families are expected to invite the student's entire class to the service and also to the following Kiddush and/or luncheon, if it is held at JRC. *(2/13/2013)*

### **IV.A.1.e. SCHEDULING**

**IV.A.1.e.i.** B'nai Mitzvah are scheduled between the months of September and June. *(2/13/2013)*

**IV.A.1.e.ii.** Partnership (doubling-up B'nai Mitzvah at the same service) will be jointly determined by JRC's clergy, staff and the JRC scheduler. *(2/13/2013)*

**IV.A.1.e.iii.** Families may indicate their wishes regarding partnerships to the JRC scheduler. All requests will be taken into consideration, but it should be understood that accommodating requests may not be possible in all circumstances. *(2/13/2013)*

### **IV.A.2. Clergy Officiation**

**IV.A.2.a.** Subject to schedule, the clergy is available to officiate at the funerals of JRC members and their first-degree relatives (parents, partners/spouses, siblings, children) and at other life-cycle ceremonies (baby namings, brit mila, weddings) of JRC members and their children. *(Approved 2/8/1995; "rabbi" replaced with "clergy" and "weddings/commitment ceremonies" replaced with "weddings" 11/7/2018)*

**IV.A.2.b.** As the services of the clergy are presumed as part of congregational affiliation, JRC members are not expected to offer an honorarium for clergy officiation at the above-named life cycle events. *(Approved 2/8/1995; "rabbi" replaced with "clergy" 11/7/2018)*

**IV.A.2.c.** Officiation at life-cycle events of other family members may be requested, but is at the discretion of and subject to the schedule and availability of the clergy. When the clergy does officiate at such ceremonies, an honorarium is expected. *(Approved 2/8/1995; "rabbi" replaced with "clergy" 11/7/2018)*

**IV.A.2.d.** In the case of weddings, the clergy is available for JRC members in accordance with their standards for officiation. *(Approved 2/8/1995; "rabbi" replaced with "clergy" and "weddings/commitment ceremonies" replaced with "weddings" 11/7/2018)*

### **IV.A.3. Baby Namings**

Baby namings for Jewish children normally take place in the sanctuary during a Shabbat evening or morning service. Naming ceremonies are available to JRC members in good standing, for their own children or grandchildren. Baby namings must be scheduled with the clergy. *(Approved 2/8/1995; "boys and girls" replaced with "children" and "rabbi" replaced with "clergy" 11/7/2018)*

### **IV.A.4. Brit Mila**

While a brit mila does not require the presence of the clergy, the clergy may be available to co-officiate with the Mohel/Mohelet, schedule permitting. *(Approved 2/8/1995; "Mohelet" added and "rabbi" replaced with "clergy" 11/7/2018)*

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### **IV.A.5. Conversion**

The Rabbi is available for consultation with regard to conversion. *(2/8/1995)*

### **IV.A.6. Chuppah**

**IV.A.6.a.** *(Approved 4/7/1996; rescinded 11/7/2018)*

**IV.A.6.b.** The JRC Chuppah should not be used for weddings that begin prior to the end of Shabbat or Jewish Holidays on which weddings traditionally do not take place. *(4/7/1996)*

**IV.A.6.c.** The JRC Chuppah may be used with these provisions:

**IV.A.6.c.i.** One member of the couple must be a member of JRC or a child of a JRC member. *(4/7/1996)*

**IV.A.6.c.ii.** *(Approved 4/7/1996; rescinded 11/7/2018)*

**IV.A.6.c.iii.** The Chuppah may not be used out of doors. *(4/7/1996)*

**IV.A.6.c.iv.** The Chuppah should not normally travel out of the greater Chicago area. *(4/7/1996)*

**IV.A.6.d.** Personnel must be trained for set up and take down to ensure minimal wear and tear on the Chuppah. *(4/7/1996)*

**IV.A.6.d.i.** When the Chuppah is used at JRC, the custodians will be the trained personnel. *(4/7/1996)*

**IV.A.6.d.ii.** When the Chuppah is used away from JRC, a list of trained personnel will be available through JRC. *(4/7/1996)*

**IV.A.6.e.** All arrangements for use of the Chuppah must be made through the Executive Director of JRC. *(4/7/1996)*

**IV.A.6.e.i.** Application information shall be available through the Executive Director. *(4/7/1996)*

**IV.A.6.e.ii.** There will be a maintenance fee for use of the Chuppah. *(4/7/1996)*

### **IV.A.7. Divorce**

When necessary, the clergy is available to arrange a Jewish ceremony of divorce. *(Approved 2/8/1995; "rabbi" replaced with "clergy" 11/7/2018)*

### **IV.A.8. Funeral Plan**

**IV.A.8.a.** *(Approved 5/1988; rescinded and replaced 11/16/1994)*

**IV.A.8.b.** *(Approved 11/16/1994; rescinded and replaced 4/3/1999)*

**IV.A.8.c.** The change of funeral plan to Chicago Jewish Funerals was approved. *(3/4/1999)*

### **IV.A.9. Dedications**

**IV.A.9.a.** *(Approved 2/8/1995; rescinded 11/7/2018)*

**IV.A.9.b.** In most cases, the recitation of the brief ceremony for a dedication can comfortably be done by family members without the presence of the clergy. JRC has available a packet of materials that explains the service that accompanies a dedication. The clergy is also available for consultation in planning a dedication. *(Approved 2/8/1995; "rabbi" replaced with "clergy" 11/7/2018)*

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### **IV.B. Ritual Practices: Congregation**

**IV.B.1. High Holidays** *(Approved 7/22/1992; rescinded 11/7/2018)*

#### **IV.B.2. Yom Kippur Open Mic**

**IV.B.2.a.** The "Open Mic" policy on Yom Kippur afternoon is an opportunity for JRC members to reflect personally on issues of a spiritual, social or religious nature that they wish to share with the congregation. To ensure that the maximum number of speakers is given the opportunity, remarks must be limited to 3 minutes. *(1/19/1995)*

**IV.B.2.b.** The presumption of the "Open Mic" is that it indeed be "open." Personal attacks, endorsements for political office and solicitation for support for political office, however, will not be allowed. *(1/19/1995)*

**IV.B.2.c.** Submissions for the "Open Mic" will be sent to a committee comprised of the President, High Holiday chair(s), and Ritual Practices Vice President. This committee will review and schedule materials for presentation. *(1/19/1995)*

**IV.B.2.d.** Materials must be received at the JRC office no later than 5 days prior to Yom Kippur. *(1/19/1995)*

#### **IV.B.3. Shabbat Services**

Services need not be held every Friday night. *(11/14/1975)*

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### V. TIKKUN OLAM

#### **V.A.1. Tikkun Olam Endorsement**

The JRC Board adopts a three tier decision making procedure for responding to requests for Tikkun Olam endorsements. The procedure is defined here:

<http://www.jrctogether.org/wp-content/uploads/2021/01/Procedures-for-JRC-Tikkun-Olam-Endorsements-Decisions-September-2017.pdf> (9/13/2017)

#### **V.A.2. Political Office Elections**

**V.A.2.a.** If any candidate for political office is requested to come and speak to the congregation, all major candidates for that office must be invited to the same event. (5/10/1972)

**V.A.2.b.** The Congregation shall not endorse any candidate for political office. (5/10/1972)

#### **V.A.3. Table Grapes** (Approved 8/1987; rescinded 9/11/2013)

#### **V.A.4. HIAS**

JRC will join the HIAS Welcome Campaign as a Congregation. Work associated with fulfilling our commitment to HIAS will be taken up by the Immigrant Justice Task Force as part of its ongoing work. (2/8/2017)

#### **V.A.5. Illinois Jewish Alliance for Choice (UAC)** (Approved 11/8/1989; rescinded 11/7/2018)

#### **V.A.6. Jewish Council on Urban Affairs (JCUA)**

**V.A.6.a.** (Approved 7/12/1989; rescinded and replaced 1/11/2017)

**V.A.6.b.** JRC is willing to be a synagogue partner to the Jewish Council on Urban Affairs. (1/11/2017)

#### **V.A.7. National Organization on Disability (NOD)**

JRC joined National Organization on Disability. (11/22/1998)

#### **V.A.8. Peace Awareness** (Approved 8/1987; rescinded 11/7/2018)

#### **V.A.9. Pride Parade Participation**

JRC will seek official entry into the Chicago Gay Pride Parade on June 24, 2018, and every year thereafter until such time that one or more Board members would like to review JRC's participation or until such time (should it occur) that there is insufficient leadership among the JRC membership for effective participation. (2/14/2018)

#### **V.A.10. Project Keshet**

JRC supports Project Keshet, which establishes communication links between Jews in the United States

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and the Jews of the Soviet Union. *(11/20/1990)*

### **V.A.11. Wildlife Habitat**

**V.A.11.a.** The Jewish Reconstructionist Congregation will become a Certified Wildlife Habitat through the National Wildlife Federation. This includes purchasing a bird bath for the water certification and a sign publicizing that JRC is a Certified Wildlife Habitat. *(11/11/2015)*

**V.A.11.b.** The Jewish Reconstructionist Congregation will become a sponsoring partner of Natural Habitat Evanston. *(11/11/2015)*

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### VI. FACILITIES

#### **VI.A.1. Guide to Use of Our Building**

This guide specifies policies and information relating to the use of our building for worship, learning, the celebration of simchas, worthwhile community purposes and other events. The full guide is here:

<http://www.jrctogether.org/wp-content/uploads/2021/02/Guide-to-Use-of-Our-Building.pdf>

*(5/15/2008)*

#### **VI.A.2. Green Building Policies**

Continuing the dedication to environmental responsibility that was applied to the construction of JRC's current home, we are committed to instituting environmentally responsible policies and practices for the use of our building. The full policy is here:

<http://www.jrctogether.org/wp-content/uploads/2021/02/Green-Policies.pdf> *(1/2008)*

#### **VI.A.3. Rental of JRC Building**

**VI.A.3.a.** *(Approved 9/1987; rescinded and replaced 4/10/2019)*

**VI.A.3.b.** *(Approved 9/1987; rescinded and replaced 4/10/2019)*

**VI.A.3.c.** Groups wishing to use JRC must produce a suitable Certificate of Insurance at the time the agreement is signed. *(9/1987)*

**VI.A.3.d.** All fees are due with application (25% of the fee is nonrefundable). *(9/1987)*

**VI.A.3.e.** Meetings rooms will be assigned by the Executive Director. *(9/1987)*

**VI.A.3.f.** The JRC facility may be rented for private, corporate, or community events by JRC members and non-members under these conditions:

**VI.A.3.f.i.** JRC members will receive preferential consideration in terms of rental dates in case of scheduling conflict.

**VI.A.3.f.ii.** Renters may not promote ideas or activities that are antithetical to Reconstructionist Jewish values and traditions or that violate the egalitarian and inclusive policies of JRC.

**VI.A.3.f.iii.** Renters must agree to all terms in the rental agreement.

*(4/10/2019)*

**VI.A.3.g.** The Executive Director has the authority to approve rental requests. If the Executive Director questions whether the rental is in the best interests of the congregation, the Executive Director will consult with the President, Vice President for Administration, or a JRC clergy member before making a determination. *(4/10/2019)*

#### **VI.A.4. Kashrut**

**VI.A.4.a.** JRC EVENTS. The following shall apply to all JRC events (Bar/Bat/B'nai Mitzvah and other celebratory meals in the building, "pot-luck" meals, Oneg Shabbat and Kiddush receptions, or community events, etc.) at which food is served: *(4/7/1996; "B'nai" added 2/13/2019)*

**VI.A.4.a.i.** No meat or poultry, and no foods containing meat or poultry ingredients, are allowed except when served by a caterer certified as kosher by the CRC or another rabbinic body determined to be acceptable by JRC's Rabbi. *(4/7/1996)*

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**VI.A.4.a.ii.** No shellfish, non-kosher fish, and no foods containing shellfish or non-kosher fish ingredients, are allowed. (4/7/1996)

**VI.A.4.a.iii.** No pork, and no foods containing pork ingredients, are allowed. (4/7/1996)

**VI.A.4.a.iv.** No foods containing a mixture of meat or poultry and dairy ingredients are allowed. (4/7/1996)

**VI.A.4.b.** JRC KITCHEN. Except when used by a kosher caterer following these guidelines, the JRC kitchen shall be a dairy/pareve kitchen with regard to food preparation, dishes, utensils, appliances, etc. (4/7/1996)

**VI.A.4.c.** NON-KOSHER CATERERS. Non-Kosher caterers may cater dairy/vegetarian events at JRC, and may use the JRC kitchen, subject to the preceding provisions, and to the following: (4/7/1996)

**VI.A.4.c.i.** Caterers must be provided with a copy of these Kashrut guidelines in advance of the event they will be catering, and must submit a copy of the proposed menu to the JRC Executive Director prior to the event. (4/7/1996)

**VI.A.4.c.ii.** Caterers may not unload any food for delivery into the building until a JRC staff person checks the invoice/order to ascertain that the food being delivered corresponds to the JRC-approved advance copy of the proposed menu. (4/7/1996)

**VI.A.4.d.** KITCHENS WHERE FOOD IS PREPARED. We want to be cautious about what foods we bring into the building, but we are not stringent regarding the type of kitchens in which they are prepared. This is similar to the operating principles which allow us to use non-kosher caterers for dairy/pareve meals. (4/7/1996)

Dairy/pareve foods prepared at home may be brought to the synagogue for community events, pot-lucks, Oneg Shabbat and Kiddush receptions, etc. When preparing foods at home, congregants should be sensitive to the levels of kashrut observance within the JRC community. Please comply with the following: (4/7/1996)

**VI.A.4.d.i.** A food prepared at home or purchased commercially should be checked to make certain that it contains no non-Kosher ingredients such as animal fat, lard, meat/poultry/shellfish and related ingredients. (4/7/1996)

**VI.A.4.d.ii.** Special care should be taken when purchasing commercially prepared baked goods. When buying foods for an Oneg Shabbat or Kiddush reception, it is necessary to check that the products are made with vegetable shortening and that they are dairy or pareve. (Remember that some people have milk allergies, and it is often helpful to know if the refreshments on the table have milk in them.) (4/7/1996)

**VI.A.4.e.** MEAT/POULTRY CATERED MEALS. The following shall apply to any meat or poultry meals catered at JRC by a caterer certified kosher by the CRC or another rabbinic body determined to be acceptable by JRC's Rabbi. If the Rabbi is unavailable, questions should be referred to the Executive Director and Ritual Practices Vice-President. Only caterers with current kosher certification may cater meat/poultry meals. (4/7/1996)

**VI.A.4.e.i.** The family/person using the caterer assumes any financial obligations for kashering (ritually cleaning) the kitchen if required by the caterer prior to an event. (4/7/1996)

**VI.A.4.e.ii.** Any kashering required by the caterer will be the responsibility of the caterer and not of JRC unless the event is a JRC-sponsored synagogue program such as a Pesach Seder. (4/7/1996)

**VI.A.4.e.iii.** Kosher meat/poultry meals should normally be delivered, prepared and sealed in warming dishes, pans, etc. so that a minimum of use needs to be made of JRC kitchen apparatus. (4/7/1996)

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**VI.A.4.e.iv.** The kitchen surfaces, sinks and appliances may be used during the catering of a kosher meat/poultry meal provided that:

**VI.A.4.e.iv.(1).** The caterer assumes the responsibility for thoroughly cleaning all ovens, sinks, counters, etc. following the conclusion of a meat meal. *(4/7/1996)*

**VI.A.4.e.iv.(2).** There is no simultaneous use of the kitchen for another JRC event that would involve use of or preparation of dairy products. *(4/7/1996)*

**VI.A.4.e.v.** No meat/poultry may be brought into JRC for any purpose (such as a board dinner, committee meeting, school snack, etc.) that is not certified kosher by the CRC or another rabbinic body determined to be acceptable by JRC's Rabbi. *(Approved 4/7/1996)*

**VI.A.4.f.** FOLLOWING A MEAT/POULTRY MEAL. JRC will not consider it necessary to kasher the kitchen following a meat/poultry meal, but will consider thorough cleaning and removal of all meat/poultry products to be sufficient for purposes of continued dairy/pareve usage. *(4/7/1996)*

**VI.A.4.g.** *(Approved 4/7/1996; rescinded and replaced with VI.A.4.j. 2/13/2019)*

**VI.A.4.h.** *(Approved 4/7/1996; rescinded and replaced with VI.A.4.k. 2/13/2019)*

**VI.A.4.i.** PESACH (PASSOVER). Because of the Pesach prohibition on leavened foods and food containing leaven (hametz), no food should be brought into the building during Pesach unless ordered through the JRC office or school by JRC staff. *(4/7/1996)*

### **VI.A.4.j.** KASHRUT POLICY BY LOCATION FOR JRC-SPONSORED EVENTS

**VI.A.4.j.i.** EVENTS AT JRC. All events held on JRC's building premises shall adhere to JRC's Kashrut policy. *(2/13/2019)*

**VI.A.4.j.ii.** JRC-SPONSORED SINGULAR EVENTS HELD OFFSITE. All JRC-sponsored events held offsite from the JRC building that are the congregation's only opportunity to participate in that event (e.g. beach services, break-the-fast at First United Methodist Church, kallot) should adhere to the same kashrut standards as if the event was held in the JRC building. *(2/13/2019)*

**VI.A.4.j.iii.** JRC-SPONSORED MULTIPLE-OPPORTUNITY EVENTS HELD OFFSITE. All JRC sponsored events held offsite from the JRC building for which congregants "opt in" (e.g. buy-in parties, Shabbat b'bayit dinners) shall offer at least one option (e.g. one buy-in party, one Shabbat b'bayit dinner) that adheres to the same kashrut standards as if the event was held in the JRC building. Kashrut observance at all other events offered may be at the discretion of the host. Any JRC event that is held offsite and does not align with JRC's Kashrut policy should clearly indicate as such so members can make an informed decision. *(2/13/2019)*

**VI.A.4.k.** SE'UDAT MITZVAH. While individual B'nai Mitzvah, wedding, baby naming receptions outside of the building are not officially JRC-sponsored events, they are considered to be a Se'udat Mitzvah, an extension of the religious service, and therefore should respect Jewish traditions; however, we are mindful that not every life cycle event is a public congregational one. When a JRC lifecycle ritual takes place at JRC (e.g. baby naming, B'nai Mitzvah, wedding), in which Kiddush and Motzi are recited as part of the ceremony, and the Se'udat Mitzvah does not take place at JRC, the JRC member hosting the event should provide at least the equivalent of Kiddush and Motzi at JRC that adheres to JRC's Kashrut policy. *(2/13/2019)*

## **VI.A.5. Weapons Ban Resolution**

Resolved, that in response to the Illinois Firearm Concealed Carry Act (Public Act 098-0063), which became law on July 9, 2013, the Jewish Reconstructionist Congregation prohibits the carrying of



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concealed firearms and other concealed weapons at all times anywhere on its property. The Jewish Reconstructionist Congregation will post a 4 inch by 6 inch sign on building entrances stating No Firearms or Weapons Allowed on This Property. The Jewish Reconstructionist Congregation will create and post new signs once the Illinois State Police adopts rules for standardized signs to be used at Prohibited Areas. (12/11/2013)

### VI.A.6. Food Allergens

**VI.A.6.a. RATIONALE.** JRC strives to be a safe and inclusive environment for JRC members and guests of all ages, while honoring tradition and encouraging personal and communal responsibility. We value the preparation and sharing of food in our community, balanced with raising awareness about the risks of food allergens and acknowledging issues of potential liability. (9/11/2019)

**VI.A.6.b. RECOMMENDATIONS ON SERVING OF ALLERGENS.**

**VI.A.6.b.i.** JRC strongly discourages serving any food containing nuts or other potentially dangerous food allergens. (9/11/2019)

**VI.A.6.b.ii.** If served, foods containing nuts or other potentially dangerous food allergens should be clearly labeled. (9/11/2019)

**VI.A.6.b.iii.** In general, stand-alone foods that are themselves potentially dangerous allergens (e.g. peanuts or tree nuts) should not be served at all. (9/11/2019)

**VI.A.6.c. LABELING OF FOOD SERVED.**

**VI.A.6.c.i.** Store-bought and commercially prepared foods should have original labels publicly available. (9/11/2019)

**VI.A.6.c.ii.** Homemade or other non-catered food should display labels that clearly indicate potentially allergenic ingredients and note the conditions of preparation. (9/11/2019)

**VI.A.6.c.iii.** JRC will provide blank food labeling materials that can be used to indicate information about potential allergenic ingredients, who prepared the food, and where the food was prepared. (9/11/2019)

**VI.A.6.d. SERVING OF FOOD.**

**VI.A.6.d.i.** Individuals with known food allergies should be invited to serve themselves first. (9/11/2019)

**VI.A.6.d.ii.** Members and guests should be encouraged to avoid food mixing and cross-contamination. (9/11/2019)

**VI.A.6.e. POLICY EXCEPTIONS.** Policy exceptions require prior approval of JRC's Executive Director (in consultation with senior staff and lay leadership, as appropriate). (9/11/2019)

**VI.A.6.e.i.** Policy exceptions allowing allergens to be served may be made, for example:

**VI.A.6.e.i.(1).** When the allergen is intrinsic to a ritually important food (e.g. nuts in charoset). (9/11/2019)

**VI.A.6.e.i.(2).** In unusual circumstances (e.g. serving a grandparent's beloved walnut cake at a baby naming). (9/11/2019)

**VI.A.6.e.i.(3).** In other specific circumstances. (9/11/2019)

**VI.A.6.e.ii.** Under any policy exception:

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**VI.A.6.e.ii.(1)** An alternative food should be offered that does not contain the allergen. *(9/11/2019)*

**VI.A.6.e.ii.(2)** Food containing the allergen should be prepared off-site, clearly labeled, and segregated from other foods to avoid cross-contamination. *(9/11/2019)*

**VI.A.6.f. STAFF'S AND EVENT VOLUNTEERS' RESPONSIBILITIES.** JRC staff members and lead event volunteers reserve the right to remove nuts and other allergen-containing foods from public areas, to segregate food with allergens away from other foods, and/or to require additional labeling. Additional specific prohibitions and procedures may be announced and/or enforced based on the presence of members or guests with life-threatening food allergies. *(9/11/2019)*

**VI.A.6.g. ALLERGIC INDIVIDUALS' RESPONSIBILITIES.**

**VI.A.6.g.i.** Adults with food allergies and the parents of children with food allergies retain primary responsibility for avoiding allergenic foods. *(9/11/2019)*

**VI.A.6.g.ii.** Adults and parents are encouraged to highlight any food allergies to JRC's Early Childhood, Religious School and event staff. *(9/11/2019)*

**VI.A.6.g.iii.** Members may develop a written plan with JRC staff regarding protocols and procedures related to an individual child's food allergies or related medical conditions, which will guide the family and JRC following its written approval by the parent(s) of the child and by JRC's Executive Director. *(9/11/2019)*

**VI.A.6.g.iv.** Individuals dissatisfied with JRC's approach to food allergies are encouraged to provide alternative food that is safe for themselves and/or their children and that complies with JRC's kashrut and other policies. *(9/11/2019)*

**VI.A.6.h. APPLICATION OF POLICY.** JRC staff and senior lay leadership should develop and publicize procedures and guidelines in support and maintenance of this policy. *(9/11/2019)*

**VI.A.6.i. COMMUNICATION.**

**VI.A.6.i.i.** Applicable aspects of JRC's food allergen policy, procedures and guidelines should be shared with renters, caterers, pot-luck contributors, members, and others, as appropriate. *(9/11/2019)*

**VI.A.6.i.ii.** Applicable aspects of JRC's food allergen policy, procedures and guidelines should be displayed on informational signage in kitchen and food service areas, as appropriate. *(9/11/2019)*

**VI.A.6.j. DISCLAIMER.** Procedures and guidelines should include a disclaimer substantially similar to the following: "These guidelines represent a good-faith attempt by JRC to create a 'nut/nut product-free environment' in its building and on its grounds and to eliminate other common food allergens. However, given the pervasiveness of products containing nuts and other food allergens, JRC cannot guarantee that its building or grounds are 100% free of same. Further, no warranty, either express or implied, is made with respect to JRC's efforts to maintain a food allergen-free environment. JRC will, therefore, not be responsible for any loss, inconvenience, damage, or claim arising from the use of its facilities by persons who may suffer from food allergies. It is, therefore, important that all allergic persons and their families continue to exercise appropriate safeguards." *(9/11/2019)*

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### **VII. PERSONNEL**

#### **VII.A.1. Personnel Policy Manual**

This manual describes, in general terms, JRC's current personnel policies. The full manual is here: <http://www.jrctogether.org/wp-content/uploads/2021/02/JRC-Personnel-Policy-Manual.pdf> (2/13/2013)

#### **VII.A.2. Hiring**

**VII.A.2.a.** JRC employee resolutions:

**VII.A.2.a.i.** That positions for employment by JRC shall be adjudged on the merits on a case-by-case basis. (2/21/1984)

**VII.A.2.a.ii.** That JRC should make every effort to employ the most competent and resourceful persons available. (2/21/1984)

**VII.A.2.a.iii.** That membership in JRC is only one of a number of factors to be considered in hiring. (2/21/1984)

**VII.A.2.a.iv.** To render advice and support to persons with the authority to employ, discipline and discharge when and as those authorized persons have the occasion to exercise that authority. (2/21/1984)

**VII.A.2.a.v.** To advise the Board and, subject to approval of the Board, to define the terms and conditions of employment of the several JRC employees. (2/21/1984)

**VII.A.2.b.** Hiring of the following personnel requires JRC Board approval: Rabbi, Cantor, Executive Director, Assistant Rabbi for Education/Religious School Director, Early Childhood Education Director. (Approved 3/12/1997; "Assistant Rabbi for Education" added 11/7/2018)

#### **VII.A.3. JRC Employee/Member**

**VII.A.3.a.** (Approved 5/10/1995; rescinded and replaced 4/10/2019)

**VII.A.3.b.** For Early Childhood Center staffing, JRC members may be hired as teachers and part-time employees. Children of "member" teachers can enroll their children in the school--but cannot have his/her child in the same class. (4/8/1992)

**VII.A.3.c.** When a JRC employee is also a member of the congregation, that employee and their immediate family members may not serve on the Board of Directors. Further, such employee and their immediate family members may not vote as members of any committee(s) directly involved with the duties of the employee for as long as the member is an employee of the congregation. (4/10/2019)

#### **VII.A.4. Teachers' Meal Benefits**

When teachers are required to attend professional, non-school functions, JRC will pay for their meals. (6/9/1971)

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### VII.A.5. Child Protection

#### VII.A.5.a. POLICY STATEMENT

**VII.A.5.a.i.** Jewish Reconstructionist Congregation (JRC) aims to provide a safe and secure environment for the children who attend our synagogue and participate in our programs and activities. We prohibit and do not tolerate abuse, molestation, harassment, or misconduct of a sexual or any other nature, in the synagogue or during any congregational activity or program. No employee, volunteer, board member, or other person, regardless of his or her title or position, has the authority to commit or allow abuse, molestation, harassment, or misconduct. (9/11/2019)

**VII.A.5.a.ii.** JRC provides procedures for employees, volunteers, board members, and any other witnesses to or victims of abuse, molestation, harassment, or misconduct to report such acts to the proper authorities. (9/11/2019)

**VII.A.5.a.iii.** Those reasonably suspected or believed to have committed abuse, molestation, harassment, or misconduct will be properly disciplined, up to and including termination of employment or membership, removal from volunteer positions, banning from the facility, and/or being referred for criminal prosecution. (9/11/2019)

#### VII.A.5.b. DISSEMINATION OF POLICY AND PROCEDURES

**VII.A.5.b.i.** All JRC members and staff should be aware of this policy. (9/11/2019)

**VII.A.5.b.ii.** A printed copy of and/or electronic links to this policy and related procedures will be disseminated during training with JRC staff and volunteers working directly with children. (9/11/2019)

**VII.A.5.b.iii.** A copy of this policy will be accessible on the JRC Website. (9/11/2019)

#### VII.A.5.c. SCREENING

**VII.A.5.c.i.** Screening of all employees is an important step in protecting children within their care. The screening process will consist of reviewing written applications, conducting face-to-face interviews, and conducting background checks. (9/11/2019)

**VII.A.5.c.ii.** Background checks will be conducted on all adult staff currently employed (including clergy, administrators and educators) at a minimum of every three years. (9/11/2019)

**VII.A.5.c.iii.** All new adult teachers and adult volunteers directly working with children will complete the screening processing as part of their onboarding. (9/11/2019)

**VII.A.5.c.iv.** Coordination of background checks will be the responsibility of the Executive Director. (9/11/2019)

#### VII.A.5.d. TRAINING ON ABUSE AND REPORTING

**VII.A.5.d.i.** JRC staff (including educators, clergy, and administrators) and volunteers working directly with children will be provided training on reporting abuse, sexual misconduct prevention, handling sexual attractions and boundaries, offering pastoral responses to disclosure of past and present abuse, and other relevant topics. (9/11/2019)

**VII.A.5.d.ii.** Teen leaders participating as *madrichim* in the Religious School will attend an education session on child abuse prevention and will be supervised by an adult. (9/11/2019)

#### VII.A.5.e. PREVENTATIVE MEASURES RELATED TO SUPERVISION OF CHILDREN

**VII.A.5.e.i.** JRC staff, teen leaders, and volunteers working with children will be provided with specific procedures on how to interact with children in a way that protects them from known risks. These procedures will include, but are not limited to, working with children in open areas, in spaces

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that allow easy observation, and whenever possible having at least two adults present at all children's programs or meetings. *(9/11/2019)*

**VII.A.5.e.ii.** Adults should not meet one-on-one with a child in a closed environment, use any means of intimidation or coercion, or use physical forms of discipline. *(9/11/2019)*

### **VII.A.5.f. ANTI-BULLYING**

JRC is committed to providing a safe, secure, and caring learning environment for all our students and members. JRC will not tolerate bullying in any form. It is entirely contrary to the values and principles we work and live by. Members, staff, and students are encouraged to contribute, in whatever way they can, to the protection and maintenance of such an environment. *(9/11/2019)*

### **VII.A.5.g. PHYSICAL CONTACT AND VERBAL INTERACTIONS**

**VII.A.5.g.i.** JRC promotes a positive, nurturing environment while protecting our children and staff. We encourage appropriate contact with children and prohibit inappropriate displays of physical contact. *(9/11/2019)*

**VII.A.5.g.ii.** Definitions and specific examples of appropriate and inappropriate physical and verbal interactions will be included in training materials and written procedures. *(9/11/2019)*

**VII.A.5.g.iii.** Any inappropriate physical contact or verbal interactions by staff towards children in our programs will result in disciplinary action, up to and including termination of employment. *(9/11/2019)*

### **VII.A.5.h. CONFIDENTIALITY**

**VII.A.5.h.i.** JRC recognizes that all matters relating to child protection are confidential. Disclosure of any information about a child to other JRC members or staff is on a need-to-know basis only. *(9/11/2019)*

**VII.A.5.h.ii.** Mandated reporters are aware that they have a responsibility to share information with the Illinois Child Abuse Hotline or DCFS online reporting system. *(9/11/2019)*

**VII.A.5.h.iii.** Specific procedures on confidentiality and disclosure of information will be included in training materials and written procedures. *(9/11/2019)*

### **VII.A.5.i. REPORTING**

**VII.A.5.i.i.** If the clergy, Executive Director, Early Childhood Director, or other employee of JRC who is a mandated reporter under the Illinois Abused and Neglected Child Reporting Act suspects that a child known to them in their professional or official capacity may have been harmed or is at risk of being harmed by abuse or neglect, they will call Illinois Child Abuse Hotline (800-252-2873). If it is believed that the child is in immediate danger of harm, they will call 911 first and then the Abuse Hotline. In non-emergency situations, mandated reporters may report suspected child abuse or neglect using the DCFS Online Reporting system. This information will be distributed to employees during training and in the written procedures. *(9/11/2019)*

**VII.A.5.i.ii.** After meeting any requirements for mandated reporting, any employee, member, or volunteer of JRC who has reasonable suspicion that a child may have been abused is asked to report this information to our clergy, educational director, or other JRC supervisor, who, in turn, will report it to the Executive Director and Board President. *(9/11/2019)*

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### **VII.A.5.j. CRISIS RESPONSE PLAN**

**VII.A.5.j.i.** JRC will maintain written procedures for responding to allegations of abuse, contacting the authorities, dealing with the media, documenting the actions taken, maintaining records, ensuring confidentiality, and providing follow-up support in a timely fashion. *(9/11/2019)*

**VII.A.5.j.ii.** JRC employees and volunteers are not trained investigators and the official inquiry into allegations of abuse will be left to the authorities. *(9/11/2019)*

### **VII.A.5.k. MONITORING AND REVIEW OF POLICIES AND PROCEDURES**

JRC, through its committees and Board of Directors, will review the effectiveness and implementation of these policies every two years, and will revise these policies and procedures in light of legislation changes or as a result of any other significant change or event. *(9/11/2019)*

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